



October 31, 2007

TO: Michael E. Marshall, Secretary of the Senate
Mark Brandsgard, Chief Clerk of the House

FR: Mollie K. Anderson, Director, Iowa Department of Administrative Services

RE: 2007 Report – Early Termination Programs

The Department of Administrative Services, in collaboration with the Department of Management, respectfully submits this report pursuant to Senate File 551 (2nd Extraordinary 2001 Session), HF 2625 (2nd Extraordinary 2002 Session), and HF 2497 (2004 Regular Session). These three pieces of legislation created three termination incentive programs. This report combines the reporting requirements of all three pieces of legislation by reporting on the combined total of employees who participated in each of the programs.

Sick Leave and Vacation Incentive (Early Out 1, 2 and 3) Participation

The initial Early Out Program (EO1) began 11-21-2001 and ended 2-1-2002. The extension of the original Early Out Program (EO2) began 7-8-2002 and ended 8-15-2002. The third Early Out program began 7-2-2004 and ended 9-12-2004.

A total of 1015 positions were vacated as a result of the three Early Out programs. Of those, 988 were on centralized or DOT payroll. The current disposition of those positions is as follows:

TOTAL POSITIONS VACATED	1015
Centralized Payroll/DOT Positions Vacated	988
CP/DOT Positions Filled	415
CP/DOT Positions Vacant	45
CP/DOT Positions Reallocated/Deleted	528

The detail by department of the number of positions that were initially vacated as a result of the three Early Out programs and that were deleted or reallocated can be found in Attachment "A". Data are not readily available for the Community-Based Corrections (CBC) or the State Fair Board since their records are not part of centralized payroll or the DOT.

Program Savings for the Early Out Programs

The term savings is not defined in legislation and may be an inappropriate concept used to describe the net impact of these programs. Attachment "B" provides cost avoidance estimates rather than savings. The programs' goals were to assist department management in dealing with tight operating budgets and to lessen the use of layoffs. The amount 'free to re-allocate'

attributable to the direct impact of legislation and subsequent actions of departments' management which may increase or decrease the net amount are not considered.

Years of Service Incentive (Buy Out Program) Participation

The Years of Service Program authorized by SF 551, Section 1 became effective 7-1-2002. As of this report, there have been 14 Executive Branch employees who have left state employment via this program.

Enclosures:

- Attachment "A" – Total Number of Participants and Number of Positions
Reallocated/Deleted
- Attachment "B" – EO1, EO2, and EO3 Cost Avoidance Estimates

Cc: Dennis Prouty, Director, Legislative Services Agency

ATTACHMENT B
Attachment A

NUMBER OF EARLY OUT POSITIONS REALLOCATED OR DELETED

DEPARTMENT	EARLY OUT POSITIONS	NUMBER OF EARLY OUT POSITIONS REALLOCATED	NUMBER OF EARLY OUT POSITIONS DELETED
005-DAS	7	0	4
009-Agriculture	27	0	19
013-Agriculture-Soil Cons	3	0	3
014-Agriculture-Ag Dev	0	0	0
112-Justice	4	1	1
126-Auditor	2	0	1
131-Blind	4	4	0
140-Ethics & Campaign Fin	1	0	0
167-Civil Rights	2	1	0
211-Commerce	0	0	0
212-Comm-Alcoholic Bev	0	0	0
213-Commerce-Banking	3	0	2
214-Commerce-Credit Union	0	0	0
216-Commerce-Insurance	6	2	0
217-Commerce-Prof Lic	0	0	0
219-Commerce-Utilities	3	1	0
238-Corrections	0	0	0
239-DOC-Training Academy	0	0	0
242-DOC-Ft Madison	6	1	3
243-DOC-Anamosa	22	3	6
244-DOC-Oakdale	27	7	7
245-DOC-Newton	4	0	2
246-DOC-Mt Pleasant	12	1	7
247-DOC-Rockwell City	3	0	2
248-DOC-Clarinda	4	0	2
249-DOC-Mitchellville	2	1	1
250-DOC-Prison Industries	2	0	0
251-DOC-Farm Account	0	0	0
252-DOC-Fort Dodge	6	1	3
259-Cultural Affairs	4	0	3
269-Economic Development	6	0	5
270-Finance Authority	1	0	0
282-Education	13	1	7
283-Voc Rehab	15	8	5
284-College Aid	0	0	0
285-Public Television	7	0	1
297-Elder Affairs	0	0	0
309-Workforce Development	91	23	40
333-Information Technology	15	2	13
336-ICN	4	1	3

ATTACHMENT B
Attachment A

NUMBER OF EARLY OUT POSITIONS REALLOCATED OR DELETED

337-General Services	4	0	4
338-DGS-Vehicle Dispatcher	0	0	0
339-DGS-Centralized Printing	1	0	1
350-Governor	1	1	0
379-Human Rights	1	0	1
401-Human Services	19	4	13
402-DHS-Community Svcs	82	14	47
404-DHS-Toledo	5	0	2
405-DHS-Eldora	3	0	1
406-DHS-Marshalltown	0	0	0
407-DHS-Cherokee	17	3	7
408-DHS-Clarinda	5	0	2
409-DHS-Independence	16	0	12
410-DHS-Mt Pleasant	6	1	1
411-DHS-Glenwood	31	7	3
412-DHS-Woodward	18	2	1
413-DHS-Central Office	1	0	1
427-Inspections & Appeals	10	0	2
428-DIA-Appellate Defender	3	0	1
429-DIA-Racing Commission	0	0	0
467-Law Enforcement Acad	2	0	0
532-Management	4	0	2
542-Natural Resources	42	2	20
547-Parole Board	0	0	0
552-Personnel	6	3	3
553-IPERS	4	1	2
572-Per Board	0	0	0
582-Public Defense	10	3	1
583-Pub Def-Disaster Services	2	2	1
588-Public Health	17	0	15
595-Public Safety	16	1	6
625-Revenue & Finance	42	4	31
627-DRF-Lottery	4	0	3
635-Secretary of State	2	2	1
642-Gov Ofc/Drug Control Pol	1	0	0
645-Transportation	278	19	64
655-Treasuer	1	0	0
671-Veterans Affairs	28	4	9
CBC's	22		
Fair Authority	5		
Further information on these positions is not available.			
State Totals	1015	131	397

Minimum Savings Due To Early Out Programs 1, 2, and 3

	Assist Department Budgets			Assist State Budget	Overall
	EO3	EO2	EO1	Delay FY03 ATB by 4 months	
Sch 10	\$ 19,205,472	\$ 9,394,368	\$ 35,718,836	\$ 10,488,408	\$ 74,807,083
Less: pay out bank	\$ 9,133,975	\$ 5,243,819	\$ 22,946,565	\$ -	\$ 37,324,359
Free to re-allocate	\$ 10,071,497	\$ 4,150,549	\$ 12,772,271	\$ 10,488,408	\$ 37,482,724

Technique:

Net the Sch. 10 amount for the position against the entire Bank owed to the employee.

Note:

The term SAVINGS is not defined in legislation and may be an inappropriate concept used to describe the net impact of these Programs. The summary above is based on total funds and does not address which accounting time period the surplus is realized. The Programs' goals were to assist department management in dealing with tight operating budgets and to lessen the use of layoffs. The amount 'free to re-allocate' is attributable to the direct impact of legislation and subsequent actions of departments' management which may increase or decrease the net amount are not considered.

Details per Dept per Program
Attachment B - Early_Out_Cost_Avoidance (3).xls

<i>all funds</i>		eo3	eo 2	eo 1	All
Dept #	Dept Name	Total	Total	Total	Total
5	ADMINISTRATIVE SERVICES	\$ 261,103			\$ 261,103
9	AGRICULTURE & LAND STEWARDSHIP	\$ 208,541	\$ 67,560	\$ 407,890	\$ 683,992
13	AG. - SOIL CONSERVATION		\$ 16,494	\$ 35,725	\$ 52,219
112	JUSTICE, DEPARTMENT OF	\$ 51,127		\$ 66,182	\$ 117,308
126	AUDITOR OF STATE	\$ 70,661		\$ 42,311	\$ 112,971
131	BLIND, DEPARTMENT OF		\$ 27,113	\$ 90,229	\$ 117,342
140	CAMPAIGN FIN DISCLOSURE COMM			\$ 39,574	\$ 39,574
167	CIVIL RIGHTS COMMISSION	\$ 56,495			\$ 56,495
213	BANKING DIVISION		\$ 19,684	\$ 73,834	\$ 93,518
216	INSURANCE DIVISION	\$ 75,893	\$ 6,626	\$ 148,302	\$ 230,822
219	UTILITIES DIVISION		\$ 59,224	\$ 65,456	\$ 124,680
221	CBC DISTRICT 1		\$ (1,289)	\$ (113,710)	\$ (114,999)
222	CBC DISTRICT 2	\$ 56,528	\$ 60,600	\$ (45,254)	\$ 71,875
224	CBC DISTRICT 4	\$ 31,057			\$ 31,057
225	CBC DISTRICT 5	\$ 138,594	\$ 39,131	\$ (54,267)	\$ 123,458
226	CBC DISTRICT 6		\$ 32,099	\$ (5,799)	\$ 26,301
227	CBC DISTRICT 7	\$ 90,101		\$ (127,137)	\$ (37,036)
228	CBC DISTRICT 8			\$ (53,178)	\$ (53,178)
242	CORR. - FORT MADISON	\$ 122,425		\$ 43,079	\$ 165,504
243	CORR. - ANAMOSA	\$ 258,804	\$ 142,076	\$ 235,259	\$ 636,138
244	CORR. - OAKDALE	\$ 477,294	\$ 79,382	\$ 258,866	\$ 815,542
245	CORR. - NEWTON	\$ 50,185		\$ 103,209	\$ 153,395
246	CORR. - MT PLEASANT	\$ 153,397	\$ 82,524	\$ 144,820	\$ 380,741
247	CORR. - ROCKWELL CITY		\$ 37,318	\$ 2,524	\$ 39,842
248	CORR. - CLARINDA	\$ 48,388	\$ 51,878	\$ 29,397	\$ 129,663
249	CORR. - MITCHELLVILLE			\$ 57,482	\$ 57,482
250	CORR. - INDUSTRIES	\$ 15,118	\$ 44,424		\$ 59,542
252	CORR. - FORT DODGE	\$ 35,249		\$ 184,619	\$ 219,868
259	CULTURAL AFFAIRS, DEPT OF		\$ 62,974	\$ 37,865	\$ 100,838
269	ECONOMIC DEVELOPMENT, DEPT OF	\$ 58,165	\$ 133,304	\$ 55,060	\$ 246,529
270	FINANCE AUTHORITY		\$ (4,863)		\$ (4,863)
282	EDUCATION, DEPT. OF	\$ 357,459	\$ 29,222	\$ 212,559	\$ 599,240
283	VOCATIONAL REHABILITATION	\$ 113,220	\$ 40,405	\$ 216,496	\$ 370,121
285	IOWA PUBLIC TELEVISION	\$ 103,180	\$ 17,360	\$ 13,639	\$ 134,180
309	IOWA WORKFORCE DEVELOPMENT	\$ 1,169,504	\$ 109,600	\$ 1,305,566	\$ 2,584,670
333	INFORMATION TECHNOLOGY DEPT.		\$ 104,951	\$ 407,528	\$ 512,480
350	GOVERNOR'S OFFICE, IOWA		\$ 27,193		\$ 27,193
336	IOWA COMMUNICATIONS NETWORK			\$ 100,258	\$ 100,258
337	GENERAL SERVICES, DEPT. OF			\$ 110,458	\$ 110,458
339	CENTRALIZED PRINTING			\$ 12,074	\$ 12,074
379	HUMAN RIGHTS, DEPT. OF			\$ 44,448	\$ 44,448
401	HUMAN SERVICES - GEN. ADMIN.	\$ 117,687	\$ 266,239	\$ 267,438	\$ 651,363
402	HUMAN SERVICES - FIELD OPER.	\$ 728,386	\$ 324,378	\$ 1,125,060	\$ 2,177,823
404	HUMAN SERVICES - TOLEDO	\$ 133,786	\$ 63,398		\$ 197,184
405	HUMAN SERVICES - ELDORA			\$ 114,370	\$ 114,370
407	HUMAN SERVICES - CHEROKEE	\$ 411,105	\$ 121,847	\$ 213,720	\$ 746,672
408	HUMAN SERVICES - CLARINDA			\$ 123,036	\$ 123,036
409	HUMAN SERVICES - INDEPENDENCE		\$ 138,997	\$ 248,003	\$ 387,000
410	HUMAN SERVICES - MT PLEASANT		\$ 35,884	\$ 280,249	\$ 316,133
411	HUMAN SERVICES - GLENWOOD	\$ 400,297	\$ 156,876	\$ 281,168	\$ 838,342
412	HUMAN SERVICES - WOODWARD	\$ 149,528	\$ 56,721	\$ 305,137	\$ 511,386
413	HUMAN SERVICES - ASSISTANCE			\$ (29,175)	\$ (29,175)
427	INSPECTIONS AND APPEALS	\$ 61,001	\$ 151,424	\$ 282,938	\$ 495,363
428	PUBLIC DEFENDER		\$ 27,265	\$ 98,696	\$ 125,961
467	LAW ENFORCEMENT ACADEMY		\$ 48,027	\$ 69,431	\$ 117,458
532	MANAGEMENT, DEPT. OF	\$ 56,059		\$ 107,492	\$ 163,551
542	NATURAL RESOURCES	\$ 447,568	\$ 174,780	\$ 231,183	\$ 853,531
552	PERSONNEL, DEPARTMENT OF			\$ 106,075	\$ 106,075
553	IPERS-RETIREMENT	\$ 199,174			\$ 199,174
582	PUBLIC DEFENSE, DEPT. OF	\$ 193,545	\$ 32,983	\$ 80,236	\$ 306,763
583	PUBLIC DEF. - EMER. MGMT. DIV.			\$ 60,099	\$ 60,099
588	PUBLIC HEALTH, DEPT. OF	\$ 290,712	\$ 96,181	\$ 112,203	\$ 499,096
595	PUBLIC SAFETY, DEPT. OF	\$ 38,158	\$ 13,494	\$ 234,073	\$ 285,724
625	REVENUE AND FINANCE, DEPT. OF	\$ 314,667	\$ 123,468	\$ 639,325	\$ 1,077,460
627	LOTTERY DIVISION	\$ 48,814		\$ 121,797	\$ 170,611
635	SECRETARY OF STATE			\$ 61,098	\$ 61,098
642	OFFICE OF DRUG CONTROL POLICY			\$ 29,552	\$ 29,552
645	TRANSPORTATION, DEPARTMENT OF	\$ 2,080,332	\$ 852,992	\$ 3,254,139	\$ 6,187,463
655	TREASURER OF STATE	\$ 44,982			\$ 44,982
671	VETERANS AFFAIRS, COMM OF	\$ 353,209	\$ 226,420	\$ 322,731	\$ 902,361
	unassigned		\$ (45,818)		\$ (45,818)
	Fair Board			\$ (113,164)	\$ (113,164)
Grand Total		\$ 10,071,497	\$ 4,150,549	\$ 12,772,271	\$ 26,994,316